

Financial Specialist

Career Opportunity #15-NV-02

Opens: February 26, 2015

Closes: Open until Filled

The U.S. District Court for the District of Nevada, Las Vegas Clerk's Office, has an immediate opening for a **Financial Specialist**. This is a full-time, permanent position with benefits including annual and sick leave, health and life insurance, employee-paid dental, eye-care, disability and long-term care insurance, pre-tax Flexible Spending Accounts, and retirement.

Financial Specialist - Salary - CPS Classification Level 25, 26, 27 - \$38,704 to \$76,152, depending on experience.

JOB DESCRIPTION:

The Financial Specialist performs accounting and financial management activities to ensure the accountability of funds collected, deposited, distributed, and disbursed. This position ensures accuracy and completeness of data, quality of service and compliance with internal controls, government requirements, regulations and policies, while preventing legal or personal liability against the court.

RESPONSIBILITIES:

Assists in the management of accounting operations for the Court, processes daily receipts and deposits, prepares and maintains debt management records and documents, manages collateral, manages vendor data, audits vouchers, and manages internal control mechanisms. Assists in review and processing of CJA documents and appointment of counsel for criminal defendants. There is a strong emphasis in managing restitution in criminal cases.

QUALIFICATIONS:

- Comprehensive knowledge of accounting practices, procedures and systems and how to use automated systems to perform day-to-day activities.
- Knowledge of standards and objectives of internal controls, monitoring and reconciling accounts and ledges and the fiscal reconciliation process.
- Experience with or knowledge of judiciary policies, practices, regulations, terminology and automated systems (FAST) is preferred with a strong emphasis in experience with CCAM.
- Experience with or knowledge of U.S. court cases, in particular, criminal cases, judgments, and CJA.
- Must have good oral and written communication and analytical skills.
- Must be self-motivated, energetic, innovative, a problem solver, detail oriented, with a positive attitude, and must work well under pressure.
- Must have the ability to consistently demonstrate sound ethics and judgment.

TO APPLY: Submit a detailed resume and cover letter to:

U.S. District Court
333 Las Vegas Blvd. South, Room 1334
Las Vegas, NV 89101
Attention: Human Resources

The U.S. District Court is an Equal Employment Opportunity employer. Employees of the Court are excepted service appointments and considered at-will with no coverage by federal civil service classifications or regulations and can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be U.S. citizens or eligible to work in the United States. New employees are subject to a background check including fingerprinting and employment will be considered provisional until the background check is complete. This position requires mandatory electronic fund transfer for payment of net pay. Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without other notice.